

Winterbourne Earls CE (VC) Primary School

First Aid Policy

Date: January 2024

Review Date: January 2026

INTRODUCTION

This policy outlines the School's responsibility to provide adequate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

AIMS

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992.
- To ensure that the first aid provision is available at all times while people are on school premises, and also off the premises while on school visits.
- To promote the awareness of Health & Safety in school and on trips in order to reduce the risk of illness or injury.

OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

PERSONNEL

The Governors as employers are responsible for the health and safety of their employees and anyone visiting the premises. This includes the Heads and teachers, non-teaching staff, pupils and visitors (including contractors). They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head is responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the school's arrangements for first aid are made available to parents.

Teachers and other staff should ensure they are familiar with the contents of this policy and are expected to do all they can to secure the welfare of the pupils, colleagues and visitors.

The Appointed Person need not be a First Aider, but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment, e.g. re-stocking the first aid boxes.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed and keep updated a training course approved by the HSE. This is a voluntary post. They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders Heads should consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave and go immediately to an emergency.

PROCEDURES

Risk assessment

A review risk assessment should be conducted at least annually by the Governor's Sub Committee for Health and Safety. Recommendations on measures needed to prevent or control identified risks are forwarded to the Governing Body and Head.

Reassessment of first aid provision

As part of the School's annual monitoring and evaluation cycle:

- The Head reviews the School's first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The Appointed Persons monitor the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The Appointed Persons also monitor the emergency first aid training received by other staff and organises appropriate training.
- The Appointed Persons review the contents of the first aid boxes termly.

Providing information

The Head will ensure that staff are informed about the School's first aid arrangements.

The Headteacher will:

- Provide information packs for new staff as part of their induction programme.
- Maintain a first aid notice board in the staff room.
- Give all staff information on the location of equipment, facilities and first-aid personnel.

PROVISION

How many first-aid personnel are required?

The Head will consider the needs of specific times, places and activities in deciding on the provision of First Aid personnel.

In particular they should consider:

- Off-site P.E.
- School trips
- D.T. rooms
- Adequate provision in case of absence, including trips
- Out of hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

First Aiders

From the WCC Health and Safety Guidance:

It is a recommendation that a First Aider is provided for each 150 pupils and for each 50 employees. *A full list of First-Aiders is appended at Appendix A*

Appointed Person

The School should appoint at least one Appointed Person per Key Stage. *Details of the agreed Appointed Persons is appended at Appendix A*

Qualifications and Training

- First Aiders will hold a valid certificate of competence, issued by an organisation approved by HSE.
- Appointed Persons will undertake one day emergency first aid training.
- In Foundation Stage there are two designated persons with training in Paediatric First Aid.
- Specialist training in first-aid for children should be arranged in a three-year cycle.

First-aid materials, equipment and facilities

The Head must ensure that the appropriate numbers of first-aid containers according to risk assessment of the site are available.

- A First-aid equipment station is located adjacent to Class 6/DT Room
- All first-aid containers must be marked with a white cross on a green background.
- First-aid containers must accompany P.E. teachers off-site.
- Spare stock is maintained and located at the First-aid Equipment Station
- Appointed Persons have responsibility for checking and restocking the first aid containers in school
- Responsibility for checking first-aid containers on visits and off-site PE will be with the teacher in charge.

Accommodation

The Governors will provide a suitable room for medical treatment and care of children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene/Infection Control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment.

Administration of Medication to Pupils

It is the parent's responsibility to provide the necessary medication for a pupil and to ensure such medication is 'in date'. A form will be completed and held in the school office – and with the class teacher if necessary – detailing dosage and frequency. Where possible, pupils will be encouraged to administer their own medication under supervision by a class teacher or TA. Parents should notify the office of any changes as soon as possible. Any out-of-date or surplus medication should be disposed of by parents.

Reporting Accidents

Statutory requirements: Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Head must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents **MUST** be reported to the HSE:

Involving employees or self-employed people working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents.

Involving pupils and visitors:

- An accident resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to:
 - ❖ Any school activity, both on or off the premises
 - ❖ The way the school activity has been organised and managed
 - ❖ Equipment, machinery and substances
 - ❖ The design and condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring that this happens, but may delegate the duty to the Deputy Headteacher.

The initial phone call must be followed up in writing on Form 2508 within ten days.

Record Keeping

Statutory accident records: The Head must ensure that a readily accessible accident record, written or electronic, is kept for a **minimum of three years**.

School's central records: These can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements is met.

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of the incident.
- The name (and class) of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first aider or person dealing with the incident.

The Head must have in place procedures for ensuring that parents are informed of significant incidents. *Details of the procedures to be undertaken when dealing with a head injury including notification for parents is appended at Appendix B.*

Monitoring

Accident records can be used to help the Head identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Head should establish a regular review and analysis of accident records.

Links to other policies

Please refer to the following where appropriate;

- Use of Medicines in school
- Health and safety
- Child protection
- Drugs

Winterbourne Earls CE (VC) Primary School
Appointed Persons & First Aiders

	Certificate	Date	Date to be renewed
First Aiders			
Sarah Hyde	Emergency First Aid at Work Level 3	February 2024	February 2027
Jo Natt	Basic First Aid in Schools	February 2024	February 2027
Emma Bravery	Basic First Aid in Schools	October 2025	October 2028
Lauren Wright	Basic First Aid in Schools	October 2021	October 2024
Natasha Longhurst	Basic First Aid in Schools	February 2024	February 2027
Philippa Carter	Basic First Aid in Schools	October 2021	October 2024
Sarah Hyde	Basic First Aid in Schools	February 2024	February 2027
Sarah Morgan-Tranter	Basic First Aid in Schools	February 2024	February 2027
Tom Ackland	Basic First Aid in Schools	October 2025	October 2028
Ghazala Tucker	Basic First Aid in Schools	October 2025	October 2028
Sophie Kerley	Basic First Aid in Schools	February 2024	February 2027
Alice Townsend	Basic First Aid in Schools	February 2024	February 2027
Ali Bailey	Basic First Aid in Schools	October 2025	October 2028
Fiona Jacobs	Basic First Aid in Schools	February 2024	February 2027
Catherine Rendall	Basic First Aid in Schools	March 2025	March 2028
Paediatric First Aider			
Kate Woodfine	Paediatric First Aid	October 2025	October 2028
Amanda Tattersall	Paediatric First Aid	Feb 2024	February 2027
Sarah Bailey	Paediatric First Aid	February 2024	February 2027
Helen Rawson	Paediatric First Aid	October 2025	October 2028
Emergency Paediatric First Aid			
Andrea Pittaway	Emergency Paediatric First Aid Level 3	October 2025	October 2028
Francesca Barber	Emergency Paediatric First Aid Level 3	October 2025	October 2028

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Does the casualty have one or more of the following?

- Unconsciousness briefly or longer
- Difficulty in staying awake
- Seizure
- Slurred speech
- Visual problems including blurred or double vision
- Confusion
 - Rule out by asking date
 - Where they are
 - What year group they are in
- Balance problems
- Loss of power in arms, legs or feet
- Pins & needles
- Amnesia
- Leakage of clear fluid from nose or ears
- Bruising around eyes/behind ears
- Vomiting repeatedly
- Neck pain

Has the casualty had brain surgery in the past?
Has the casualty got a clotting disorder?

First Aid Policy

SEVERE HEAD INJURY

If unconscious, suspect neck injury and do not move the casualty

CALL 999 FOR AMBULANCE

- Notify parents asap (call all registered telephone numbers and leave a message) Retry every hour if call unanswered
- If the ambulance service assesses the casualty and determines that no ambulance is required, pupil is to be sent home
- Parents and pupil, to be given head injury advice sheet; this should also be sent to the parent electronically
- Admin staff to update SiMs
- Record incident in Accident Book

**Appendix B
Head Injury Flow Chart**

Has the casualty got bruising, a mark, swelling, abrasion, dizziness, headache, confusion, nausea or vomiting?

ASYMPTOMATIC

- First Aider to observe for a minimum of 15 mins. If no change, casualty can be dismissed/pupil return to class
- Advise all staff to alert of a head bump and to monitor for any changes in condition
- Record incident in Accident Book and on SiMs if necessary

YES

MINOR HEAD INJURY

- Administer pain relief i.e. cold compress (in accordance with parental consent)
- Contact parent to notify of head injury and communicate plan of action
- Parents and pupil, to be given head injury advice sheet; this should also be sent to the parent electronically
- Rest
- Observation – complete observation checklist and repeat every 15mins until the casualty feels better or parent collects. If symptoms subside, casualty can be dismissed/pupil returned to class
- Advise all staff to alert of a head bump and to monitor for any changes in condition
- Record incident in Accident Book and on SiMs if not already done so

NO

DETERIORATION

